

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Planning and Public Affairs Division of Planning and Marketing 2200 Peachtree Summit Building 401 West Peachtree Street NE Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR - 2 1978 78-20 MAR - 3 1978	
4. Person to Contact Bruce B. Emory		5. Working Title Manager of Transit Systems Planning	6. Telephone Number 586-5161
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1971 present	9. Records Series Title (followed by title used in office, if different) Systemwide Design and Operations Planning File (SD)		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created?  see attached			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: coordination of planning and policy formulation and development of guidelines and criteria for the design, construction, and procurement of systemwide facilities and equipment, and development of operating standards and procedures Included are: correspondence, memoranda, reports, working papers, and other documents relating to the above.  File is arranged: numerically by major category (see attached example)			
12. Monthly Reference Rate How often are records referred to which are: One to six months old 25 ; Seven to twelve months old 25 ; Thirteen to twenty-four months old 25 ; twenty-five months and older 25 ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers 3 ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value? <u>possible historical and/or research value</u>
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>3</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

### Urban Mass Transportation Administration External Operating Manual III.D.p41.

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other completion of project then,  
place in inactive file, then

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

#### 17. APPROVALS

Approved _____ Department Records Management Officer Date <u>2/22/78</u>	Approved _____ Legal Counsel Date <u>2/24/78</u>
Approved _____ Division Head/Designee Date <u>2/22/78</u>	Approved _____ Division of Audit Date <u>2/24/78</u>
Approved _____ Department Head/Designee Date _____	Approved _____ Department of Archives and History Date <u>3-3-78</u>
Approved _____ Records Management Analyst Date <u>2/23/78</u>	Approved _____ MARTA Management Advisory Committee Date _____